



Department of
**Labor & Workforce
Development**

Work Opportunity Tax Credit (WOTC)

Contact: WOTC.info@tn.gov (844)216-8495

File Room Before:



The File Room Now:



What is this Employer Portal for WOTC?

The employer portal is the newest functionality added to the Tennessee WOTC Division's "All Digital" initiative. It provides a location for business owners to sign in and create tax credit applications for their new hires!

Additionally, each new application is run through our verification interface to check eligibility for particular tax credit incentives, making determinations a possible 24 hour turn around!

So how do Employers apply for an account to use this new site?

Finding the Online Portal

If there was a step one to the application process, this is it. Finding the portal has been simplified to a simple click on the tn.gov/workforce website.

Provided are a series of screenshots that highlight the specific areas of the website that require interaction.

tn.gov/workforce

Department of Labor and Workforce Development

tn.gov/workforce

Apps Employer Portal Staff Portal Veteran Verify WOTC Address Locator MajorMenus.com State of Tennessee Tennessee Department of Labor and Workforce Development

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NEWS

New Tennessee Adult Education Service Providers Announced

March 2016 County Unemployment Rates

tn.gov/workforce/section/jobs-and-education

Tennessee Department of Labor & Workforce Development
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Tennessee Department of Labor & Workforce Development - Career Coach

Tweets by @Jobs4_TN

TN Dept of Workforce @Jobs4_TN
WEST TN JOB OF THE WEEK
jobs4tn.gov
Job #456633 Assembler

Help

tn.gov/workforce

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Apps | Employer Portal | Staff Portal | Veteran Verify | WOTC Address Locator | MajorMenus.com | State of Tennessee | Tennessee Department of Labor and Workforce Development

TN Jobs & Education | Employees | Injuries at Work | Unemployment | Employers

NEWS

- New Tennessee Adult Education Service Providers Announced
- March 2016 County Unemployment Rates
- Health-Related Occupations Fastest Growing in Tennessee
- Employers Looking to Hire more than 175,000 Workers across Tennessee
- Tennessee's Unemployment Rate for March 4.5%
- New Online System Drastically Shortens Approval Time for Worker Opportunity Tax Credits

Visit the Newsroom

Tennessee Department of Labor & Workforce Development - Career Coach
2 hrs

HIRING EVENT! The Middle Tennessee Career Coach will be in Sumner county in Portland tomorrow. Representatives from Aspire Staffing will be on site taking applications for food processing workers, assembly workers, maintenance technicians, quality inspectors, and machine operators. Come get on the Coach! Hendersonville Star News Gallatin News Examiner Portland Leader

Tweets by @Jobs4_TN

TN Dept of Workforce @Jobs4_TN
WEST TN JOB OF THE WEEK
[jobs4tn.gov](#)
Job #456633 Assembler
ThyssenKrupp Elevator - Middleton
\$15.69-17.97

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Department of Labor and Workforce Development
Burns Phillips, Commissioner
220 French Landing Drive
Nashville, Tennessee 37243
(844) 224-5818
JOBS4TN.GOV

Flag Status: Full Staff | Live Chat: Online

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Work Opportunity Tax Credit WOTC

Employers

Employer accounts are for those employers who will manage their own Work Opportunity Tax Credit submissions.

[Sign In](#)

Don't have an account? [Apply now](#)

[EMPLOYER USER GUIDE](#)

Consultants

Consultant accounts are available to manage multiple employers' Work Opportunity Tax Credit submissions.

[Sign In](#)

Don't have an account? [Apply now](#)

[CONSULTANT USER GUIDE](#)

State Coordinator

State coordinator accounts are available for requesting information needed to perform WOTC certificate request determinations in states other than Tennessee.

[Sign In](#)

Don't have an account? [Apply now](#)

Click 'Apply Now'!

- Eligibility Requirements
- Target Groups and Documentations Required
- Forms and Other Help Documents
- Learn More

Contact Us

[Call Us](#) (844) 216 8495

[Email Us](#) WOTC.INFO@TN.GOV

[Chat with us](#) If you have any questions you can live chat with our support team.

Help



Step 2:

The next page has a series of values the employer will need to fill in. These values ask simple questions like business address, FEIN, phone number, email.

It also has a disclaimer to designate legal forms holders for that business.

Lastly, the bottom portion is about log in details, so they will be able to access the site and add applications.

Then hit SEND.

Step 2:

Work Opportunity Tax Credit x +

https://wfs.tdlwd.tn.gov/eWOTC/views/Employer/EmployerRegistration.jsf?faces-redirect=true? Search

Work Opportunity Tax ... Work Opportunity Tax ... SCRA - Single Record ... WOTC Address Locator MajorMenus.com

Check if Employer Exist

FEIN : 123456789 Please verify if Employer exists by entering FEIN here before you proceed further.

Employer Information

* FEIN : 123456789

* Company Name : TNDOL Test

* Address 1 : 220 French Landing D Address 2 : 4B

* City : Nashville * State : TENNESSEE

* Zip 1 : 37243 * Phone number : 6152351964

Fax number :

* Contact Person's Name : Justin Williams * Contact Person's Email Address : justin.williams@tn.gov

Please select one of the option if you wish to be notified by Email when an action was taken on your applications. You can always make changes to your selection from your profile management. Once Daily

Legal Forms Holder

A legal forms holder must be designated to hold(maintain) original signature documents (IRS 8850, ETA 9061 and any supporting documentation) for a period of five years from the year that the tax credit is filed by the employer. When your company is designated as the legal forms holder, you are authorized to enter data from the original signature documents and submit this information electronically to the TN WOTC program Coordinator.

If you choose to be designated as the legal forms holder, click the checkbox below.

If you do not choose to be designated as the legal forms holder, you will not submit data electronically, but you can utilize automated WOTC system to print documents. Send the original signature documents (IRS 8850, ETA 9061, and any supporting documentation) to the TN WOTC program Coordinator.

☒ My Company will be the legal forms holder of original signature documents as listed above

User Information

* Login ID : jwilliamstn * First Name : Justin

* Last Name : Williams * Email Address : justin.williams@tn.gov

* Phone Number : 6152351964 Phone Extension :

Fax Number : Fax Extension :

* Password : * Verify Password :

Disclaimer : This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, misrepresentation of identity, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of state and federal laws including, but not limited to Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213(a), 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING and SHOULD HAVE NO EXPECTATION OF PRIVACY for any information stored or communicated via this system.

Submit

Target Group Possible Payouts

Target Group	What It Stands For	Pays Up To
Target Group A	Short Term TANF	\$2,400.00
Target Group B-FSV	Veteran receiving SNAP	\$2,400.00
Target Group B-RSVD	Recently Separated Disabled Veteran	\$4,800.00
Target Group B-UDV	Unemployed Disabled Veteran	\$9,600.00
Target Group B-STUV	Short Term Unemployed Veteran	\$2,400.00
Target Group B-LTUV	Long Term Unemployed Veteran	\$5,600.00
Target Group C	Ex-Felons	\$2,400.00
Target Group D	Designated Community Resident	\$2,400.00
Target Group E	Vocational Rehab Referral	\$2,400.00
Target Group F	Summer Youth Employee	\$1,200.00
Target Group G	Food Stamp Recipient	\$2,400.00
Target Group H	SSI Recipient	\$2,400.00
Target Group I	Long Term TANF	\$9,000.00
Target Group L	Long Term Unemployment Recipient	\$2,400.00

Things to Keep in Mind

- Employers have 28 days from a new hire's start date to submit their 8850/9061 Application to the state
- Determinations can take up to a week
- A certificate does not equate to cash, tax credits are earned based off the amount of hours worked by the respective employees
- WOTC is not a mandatory program, it is completely optional
- WOTC has a hotline available for those who require assistance filing, or just want more information about the program

If you have any questions!!

Tennessee Department of Labor
& Workforce Development
Attn: WOTC Program (4-B)
220 French Landing Drive
Nashville, TN 37243



Try our email at:

Contact: WOTC.info@tn.gov

Or try our toll free number: (844) 216-8495

Federal Bonding

What is Federal Bonding?

- It is a unique tool to help a qualified job applicant remove a barrier to employment.
- It is a business insurance policy that protects the employer against financial loss due to theft, forgery, larceny, or embezzlement caused by employee dishonesty. (It does NOT cover motor vehicles.)
- The bond is given to the employer free of charge, and serves as an incentive to the company to hire

Federal Bonding

Who Qualifies?

- Job applicants with questionable backgrounds
- Ex-offender
- Recovering substance abuser
- Welfare recipient
- Poor credit history or declared bankruptcy
- Dishonorably discharged from the service
- Persons (including disadvantaged youth) who are from families with low income

Federal Bonding

Who Qualifies?

- Anyone who cannot get a job without bonding is also qualified
- Must meet the State's legal age for working

Applying for a Bond

- The claimant must visit the AJC, or call them to arrange a meeting.
- The claimant must have interviews lined up and be coached on how to bring up FB during the interview
- AJC staff are responsible for completing State Form LB-0539 and submit it to the State Bonding Coordinator

Who is the State Bonding Coordinator?

Justin Williams

Justin.Williams@tn.gov

615-253-1964

Leave a message or email, I will respond when I see it

tn.gov/workforce

Federal Bonding Program x FederalBondingFAQ.pdf x

Secure | https://www.tn.gov/workforce/employers/staffing-redirect/search-for-employees/federal-bonding-program.html

Apps TN Employer Portal TN Staff Portal WOTC Address Local Inmate Locator MajorMenus.com State of Tennessee Tennessee Department of Labor & Workforce Development Veteran Verify TN Test Site

Go to TN.gov

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Staffing

- Planning and Locating
- Post a job
- Search for Employees**
 - Federal Bonding Program**
 - Migrant & Seasonal Farm Workers
 - Hiring Regulations
 - Layoffs & Unemployment

Federal Bonding Program

Are you reluctant to hire difficult-to-bond individuals? Are you a job seeker concerned that a background issue may prevent you from gaining employment? The Federal Bonding Program can help employers hire and bond high-risk applicants. Bond coverage of up to \$25,000 self-terminates in six months and takes effect right after the applicant's first day of work. For longer bonding periods, inquire with the State Coordinator. Bonds are issued directly to employers that offer direct employer-employee relationship job opportunities to job seekers.

For more information please visit www.bonds4jobs.com.

If you are interested in utilizing the Federal Bonding Program, you are encouraged to contact a local [Tennessee American Job Center](#), call the State Bonding Coordinator at (615) 253-1964, or email Justin.Williams@tn.gov.

Federal Bonding Form **Federal Bonding FAQs**

Excellent Information Here

LB-0539 Found Here

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Department of Labor and Workforce Development
Burns Phillips, Commissioner

220 French Landing Drive
Nashville, Tennessee 37243
(844) 224-5818

JOBS4TN.GOV

Help

Federal Bonding

- Once the Federal Bond Application has been sent to me, I will respond with an email confirming its receipt.
- Then I will contact the employer to confirm the employee did show up to work, and is still employed.
- The Bond is issued and sent to Chicago for record, and the employer receives a letter in the mail on how to use the bond now that it's active.

If you have any questions!!

Tennessee Department of Labor
& Workforce Development
Attn: Federal Bonding Program
220 French Landing Drive
Nashville, TN 37243

Try my email at:

Contact: Justin.Williams@tn.gov

Or try my number: (615) 253-1964

